

# Clerical Processes Practice Test

**TAKE YOUR PLACE AT STANJOBS.ORG**



## Welcome

Thank you for your interest in employment with Stanislaus County. This booklet is designed to familiarize and assist you with preparing for County tests containing multiple-choice items. The sample questions provided in this study guide are intended to give you an idea of the kinds of questions you may encounter in County tests. **However, it is important to note that actual test questions will vary in format, content, and level of difficulty, depending on the job class being tested.**

## About the County's Examinations

As an Equal Opportunity Employer, Stanislaus County takes steps to ensure that our exam content is job-related. We conduct studies to determine the knowledge, skill, abilities and personal characteristics that are essential to satisfactorily perform the duties of the job. These studies assist us in developing the content of our examinations. Testing applicants for jobs provides us with an objective and cost-effective means to assess the qualifications of our applicants.

## How should I prepare for the Written Test?

To prepare for the written test, you should study the concepts assessed in each section. It is likely that there will be several sections to the written test in addition to the one covered in this booklet; thus, it is in your benefit to **carefully** read the job bulletin to determine the knowledge, skills, and ability areas the written test will cover. In addition, it is important that you read the **entire** written test notice for the location and time of the written test as well as for parking instructions and other important information. Pay special attention to whether testing aids/materials such as hand-held calculators are allowed in the written test. If the test notice indicates that testing aids/materials are allowed, then you are strongly advised to bring these with you, as there may not be enough to provide one for everybody. On test day, it is recommended that you arrive 15 minutes prior to the test's starting time, wear comfortable clothes, and make sure you are well-rested. Also, remember to bring your test notice and a picture I.D. such as a driver license, or you may not be admitted into the test.

**Note:** Please check the County website for instructions on how to submit disability accommodation requests, such as readers or interpreters. The County will attempt to meet reasonable accommodation requests whenever possible.

## Test-Taking Tips

Most County tests have a set time limit, so it is important that you work quickly, but not so fast as to become careless. Always read all the possible choices before marking your answer. If you don't know the answer to a problem, it is usually best to skip it and move on to the others. Note that on most County test, your score is based on the number of correct responses. If you are not sure of the answer to a problem, eliminate the answers you believe to be wrong and mark the choice that is your best response. Above all, budget your time, pace yourself, and avoid getting bogged down on any single question.

## Disclaimer

Though this guide presents useful and practical information on this subject area, there is *no guarantee* that someone who reads this guide will be able to perform better on a County examination. By merely using this guide, you consent to understanding and agreeing with this disclaimer.

**Stanislaus County wishes you the best of luck in your career endeavors.**

## Ability to File

**Instructions:** For questions 1-15, find the answer to the alphabetical and numerical examples shown. Items are arranged for alphabetical filing by last name, then by first name, from A to Z. Items are arranged for numerical filing from lowest to highest value.

1. If the names Humberto Castillo, Pedro Castaneda, Norma Cortez, and Silvia Campos were arranged for alphabetical filing, the position of the underlined name would be...
  - A. first
  - B. second
  - C. third
  - D. fourth
2. If the names Sara Lewis, Steve Leung, Mary Lopez, and Tom Lee were arranged for alphabetical filing, the position of the underlined name would be...
  - A. first
  - B. second
  - C. third
  - D. fourth
3. If the names Alan Mayfield, Barbara Mackey, Steve Mayer, and Marie Martinez were arranged for alphabetical filing, the position of the underlined name would be...
  - A. first
  - B. second
  - C. third
  - D. fourth
4. If the names Lillian Chang, Lionel Chandler, Linda Chaves, and Lin Chase were arranged for alphabetical filing, the position of the underlined name would be...
  - A. first
  - B. second
  - C. third
  - D. fourth

5. If the names Charlotte Ramsey, Mark Reagan, Elisa Regalado, and Eric Ramos were arranged for alphabetical filing, the position of the underlined name would be...
- A. first
  - B. second
  - C. third
  - D. fourth
6. If the names Debra Willis, John Williams, Anthony Wilson, and Robert Williamson were arranged for alphabetical filing, the position of the underlined name would be...
- A. First
  - B. second
  - C. third
  - D. fourth
7. If the names Sandra Davis, Kathy Donaldson, Larry Dees, and Teresa Diaz were arranged for alphabetical for filing, the position of the underlined name would be...
- A. first
  - B. second
  - C. third
  - D. fourth
8. If the names Anthony Estrada, Mark Everett, Robert Emerson, and Debra Evans were arranged for alphabetical filing, the position of the underlined name would be....
- A. first
  - B. second
  - C. third
  - D. fourth

9. If the numerical sequences 51.56847, 522.2849, 5.45879, and 0.51274 were arranged for numerical filing, the position of the underlined sequence would be...
- A. first
  - B. second
  - C. third
  - D. fourth
10. If the numerical sequences 389452, 326.151, 3.89456, and 31.9659 were arranged for numerical filing, the position of the underlined sequence would be...
- A. first
  - B. second
  - C. third
  - D. fourth
11. If the numerical sequences 4.548, 4.5482, 4.5399, and 4.5521 were arranged for numerical filing, the position of the underlined sequence would be...
- A. first
  - B. second
  - C. third
  - D. fourth
12. If the numerical sequences 10.0126, 10.016, 10.01, and 10.0026 were arranged for numerical filing, the position of the underlined sequence would be...
- A. first
  - B. second
  - C. third
  - D. fourth

13.If the numerical sequences 637.2081, 638.762, 637.2100, and 637.2019 were arranged for numerical filing, the position of the underlined sequence would be...

- A. first
- B. second
- C. third
- D. fourth

14.If the numerical sequences 0.5661, 0.5992, 0.5562, and 0.5600 were arranged for numerical filing, the position of the underlined sequence would be...

- A. first
- B. second
- C. third
- D. fourth

15.If the numerical sequences 7258.58, 7258.09, 7258.12, and 7258.1 were arranged for numerical filing, the position of the underlined sequence would be...

- A. first
- B. second
- C. third
- D. fourth

## Checking for Errors

**Instructions:** For questions 16-30, compare the COPY with its ORIGINAL and count the number of errors you find in the COPY. When the order of two numbers or letters is reversed, one error is counted.

16.	<b>Original</b>		<b>Copy</b>	
	Destination	Departure Time	Destination	Departure Time
	Miami FL	6:00 A.M.	Miami FL	6:00 A.M.
	Seattle WA	7:30 A.M.	Seatle WA	7:30 A.M.
	Chicago IL	8:00 A.M.	Chicago IL	8:00 A.M.

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

17.	<b>Original</b>		<b>Copy</b>	
	Mr. Roland Thomas		Mr. Roeland Thomas	
	4588 South Imperial Highway		4568 South Imperial Highway	
	Modesto CA 95354		Modesto CA 95354	

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

18.	<b>Original</b>		<b>Copy</b>	
	<i>Invoice Number</i>	<i>Order Date</i>	<i>Invoice Number</i>	<i>Order Date</i>
	125400-1212		125400-1212	
	12/02/2000		12/02/2000	
	458465-2220		458465-2220	
	11/28/2000		11/28/2000	
	353575-5501		353575-5551	
	01/22/2002		01/22/2002	
	848488-7689		848848-7689	
	05/07/2002		05/07/2002	

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

19.	<b>Original</b>		<b>Copy</b>	
	Mr. Steve Michaels	512 Pacific coast Highway	Mr. Stevie Michaels	512 Pacific coast Highway
	Malibu CA 91195		Malibu CA 91195	

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these



20.

**Original**  
Thomas, S. 211 S. Pine St., Arcadia  
Torres, P. 18468 Oak Ave., Downey  
Barkley, K. 801 Gladys Way, Cerritos

**Copy**  
Tomas, S. 11 S. Pine St., Arcadia  
Torres, P. 18668 Oak Ave., Downey  
Barkley, K. 801 Gladis Way, Cerritos

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

21.

**Original**  
Leung, R. 111 Aspen Way, Ontario  
Ramos, P. 985 Corey St., Alhambra  
White, T. 588 West 3rd St., Lynwood

**Copy**  
Leung, R. 111 Aspen Way, Ontario  
Ramos, P. 985 Corey St., Alhambra  
White, T. 588 West 3rd St., Lynwood

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

22.

<b>Original</b>	
<i>Item No.</i>	<i>Order No.</i>
1 in nail	12588-12154
2 1/4 in nail	12588-12155
2 in screw	13225-85000
1 1/2 in screw	13225-84878
1 3/4 in screw	13225-84879

<b>Copy</b>	
<i>Item No.</i>	<i>Order No.</i>
1 in nail	12588-12154
2 1/4 in nail	12588-15155
2 in screw	13225-85900
1 1/2 in screw	13225-84878
1 1/4 in screw	13225-84879

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

23.           **Original**  
Ms. Mary Martinez  
13258 West Sorensen Way,  
Apt. 12B  
Montebello CA 90640
- Copy**  
Ms. Mary Martinez  
13258 West Sorensen Way  
Apt. 12D  
Montebello CA 90640

The number of errors in the **Copy** when compared to the **Original** is...

- A.     one
- B.     two
- C.     three
- D.     none of these

24.           **Original**  
Consumer Price Index, 1996-1998.  
All Urban Customers,  
1996               157.5  
1997               160.0  
1998               162.3
- Copy**  
Consumer Price Index, 1996-1998.  
All Urben consumers  
1996               157.5  
1997               160.0  
1998               162.8

The number of errors in the **Copy** when compared to the **Original** is...

- A.     one
- B.     two
- C.     three
- D.     none of these

25.	<b>Original</b>		<b>Copy</b>	
	Average Annual Precipitation, Selected Cities:		Average Annual Precipitation, Selected Cities:	
	Albuquerque NM	8.5	Albuquerque NN	8.5
	Burlington VT	34.0	Burlington VT	34.0
	Las Vegas NV	4.1	Las Vegas NV	4.1
	New York NY	46.1	New York NY	46.6
	Portland OR	37.5	Portland OR	37.5

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

26.	<b>Original</b>		<b>Copy</b>	
	Average number of sunny days per year, selected cities:		Average number of sunny days per year, selected cities:	
	Chicago IL	84	Chicago IL	84
	Columbus OH	72	Columbus OH	72
	Honolulu HI	90	Honolulu HI	90
	Los Angeles Ca	186	Los Angeles Ca	186
	Miami FL	74	Miami FL	74

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

27.	<b>Original</b> U.S. Census Bureau 2002 Estimated Population Southern California Coastal Cities: Hermosa Beach           19,200 Long Beach                473,100 Malibu                      13,050 Manhattan Beach        35,500	<b>Copy</b> U.S Census Bureau 2002 Estimated Population Southern California Costal Cities: Hermosa Beach           19,200 Long Beach                473,100 Malibu                      13,000 Manhatan Beach         35,500
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The number of errors in the Copy when compared to the Original is...

- A. one
- B. two
- C. three
- D. none of these

28.	<b>Original</b> Mr. Emeril Legassi 4258 Roxbury Drive, Suite 102 Beverly Hills, CA 90210	<b>Copy</b> Mr. Emeril Legasi 4218 Roxbury Drive, Suite 102 Beverly Hills, CA 90210
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The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

29.	<b>Original</b> <table border="0"> <tr> <td><i>Employee Name</i></td> <td><i>Phone No.</i></td> </tr> <tr> <td>Long, N.</td> <td>(323) 568-2521</td> </tr> <tr> <td>Nguyen, Q.</td> <td>(562) 741-4584</td> </tr> <tr> <td>Petrie, C.</td> <td>(310) 323-6255</td> </tr> <tr> <td>Sanchez, V.</td> <td>(310) 362-9545</td> </tr> </table>	<i>Employee Name</i>	<i>Phone No.</i>	Long, N.	(323) 568-2521	Nguyen, Q.	(562) 741-4584	Petrie, C.	(310) 323-6255	Sanchez, V.	(310) 362-9545	<b>Copy</b> <table border="0"> <tr> <td><i>Employee Name</i></td> <td><i>Phone No.</i></td> </tr> <tr> <td>Long, N.</td> <td>(323) 588-2521</td> </tr> <tr> <td>Nguyen, Q.</td> <td>(562) 741-4584</td> </tr> <tr> <td>Petrie, C.</td> <td>(310) 323-6255</td> </tr> <tr> <td>Sanchez, V.</td> <td>(310) 362-9545</td> </tr> </table>	<i>Employee Name</i>	<i>Phone No.</i>	Long, N.	(323) 588-2521	Nguyen, Q.	(562) 741-4584	Petrie, C.	(310) 323-6255	Sanchez, V.	(310) 362-9545
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The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

30.

**Original**

Applicant

Anderson, Alice

Chavez, Peter

Lee, David

Rogers, Martha

Interview Date

January 5, 2003

January 6, 2003

January 6, 2003

January 3, 2003

**Copy**

Applicant

Andersen, Alice

Chaves, Peter

Lee, David

Rogers, Martha

Interview Date

January 5, 2003

January 8, 2003

January 6, 2003

January 3, 2003

The number of errors in the **Copy** when compared to the **Original** is...

- A. one
- B. two
- C. three
- D. none of these

## Answers and Explanations to Sample Questions

1. **Correct Answer: C**

The order would be Silvia Campos, Pedro Castaneda, Humberto Castillo, and Norma Cortez, The underlined name is third.

2. **Correct Answer: A**

The order would be Tom Lee, Steve Leung, Sara Lewis, and Mary Lopez. The underlined name is first.

3. **Correct Answer: B**

The order would be Barbara Mackey, Marie Martinez, Steve Mayer, and Alan Mayfield. The underlined name is second.

4. **Correct Answer: B**

The order would be Lionel Chandler, Lillian Chang, Lin Chase, and Linda Chavez. The underlined name would be second.

5. **Correct Answer: C**

The order would be Eric Ramos, Charlotte Ramsey, Mark Reagan, and Elisa Regalado. The underlined name is third.

6. **Correct Answer: C**

The order would be John Williams, Robert Williamson, Debra Willis, and Anthony Wilson, The underlined name is third.

7. **Correct Answer: D**

The order would be Sandra Davis, Larry Dees, Teresa Diaz and Kathy Donaldson. The underlined name is fourth.

8. **Correct Answer: A**

The order would be Robert Emerson, Anthony Estrada, Debra Evans, and Mark Everett. The underlined name is first.

9. **Correct Answer: C**

The order would be 0.51274, 5.45879, 51.56847, and 522.2849. the underlined sequence is third; therefore.

10. **Correct Answer: D**

The order would be 3.89456, 31.9659, 326.151, and 389452. The underlined sequence is fourth; therefore.

11. **Correct Answer: B**

The order would be 4.5399, 4.548, 4.5482, and 4.5521. The underlined sequence is second.

12. **Correct Answer: A**

The order would be 10.0026, 10.01, 10.0126, and 10.016. The underlined sequence is first.

**13. Correct Answer: B**

The order would be 637.2019, 637.2081, 637.2100, and 638.762. The underlined sequence is second.

**14. Correct Answer: C**

The order would be 0.5562, 0.5600, 0.5661, and 0.5992. The underlined sequence is third.

**15. Correct Answer: A**

The order would be 7258.09, 7258.1, 7258.12, and 7258.58. The underlined sequence is first.

**16. Correct Answer: A**

When comparing the Copy to the Original, the following errors can be found:

- ✓ In the Copy, "Seatlle" should be spelled "Seattle" as shown in the Original

**17. Correct Answer: B**

When comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, "Roeland" should be spelled "roland" as shown in the Original
- ✓ In the Copy "4568" should be "4588" as shown in the Original

**18. Correct Answer: B**

When comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, "353575-5551" should be "353575-5501" as shown in the Original
- ✓ In the Copy, "848848-7689" should be "848488-7689" as shown in the Original

**19. Correct Answer: A**

When comparing the Copy to the Original, the following error can be found:

- ✓ In the Copy, "Stevie" should be spelled "Steve" as shown in the Original

**20. Correct Answer: D**

When comparing the Copy to the Original, the following four errors can be found:

- ✓ In the Copy "Tomas" should be spelled "Thomas" as shown in the Original.
- ✓ In the Copy "11" should be "211" as shown in the Original
- ✓ In the Copy "18668 Oak Ave." should be "18468 Oak Ave." as shown in the Original
- ✓ In the Copy "Gladis Way" should be spelled "Gladys Way" as shown in the Original

**21. Correct Answer: D**

When comparing the Copy to the Original, no errors can be found.

**22. Correct Answer: B**

When comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, "13225-85900" should be "13225-85000" as shown in the Original
- ✓ In the Copy "1 1/4 in screw" should be "1 3/4 in screw" as shown in the Original

**23. Correct Answer: B**

when comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, a comma should be placed after "Way" as shown in the Original
- ✓ In the Copy, "12D" should be "12B" as shown in the Original

**24. Correct Answer: C**

When comparing the Copy to the Original, the following three errors can be found:

- ✓ In the Copy, "Urben" should be spelled "Urban" as shown in the Original
- ✓ In the Copy, a comma should be inserted after "consumers" as shown in the Original
- ✓ In the Copy, "162.8" should be "162.3" as shown in the Original

**25. Correct Answer: B**

When comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, "NN" should be "NM" as shown in the Original
- ✓ In the Copy, "46.6" should be "46.7" as shown in the Original

**26. Correct Answer: A**

When comparing the Copy to the Original, the following error can be found:

In the Copy, "selected" should be spelled "selected" as shown in the Original

**27. Correct Answer: D**

When comparing the Copy to the Original, the following four errors can be found:

- ✓ In the Copy, a period should be placed after the "S" in "U.S." as shown in the Original
- ✓ In the Copy, "Costal" should be spelled "Coastal" as shown in the Original
- ✓ In the Copy, "13,000" should be "13,050" as shown in the Original
- ✓ In the Copy, "Manhatan" should be spelled "Manhattan" as shown in the Original

**28. Correct Answer: B**

When comparing the Copy to the Original, the following two errors can be found:

- ✓ In the Copy, "Legasi" should be spelled "Legassi" as shown in the Original
- ✓ In the Copy, "4218" should be "4258" as shown in the Original

**29. Correct Answer: A**

When comparing the Copy to the Original, the following error can be found:

- ✓ In the Copy, "(323) 588-2521" should be "(323) 568-2521" as shown in the Original

**30. Correct Answer: C**

When comparing the Copy to the Original, the following three errors can be found:

- ✓ In the Copy, "Andersen" should be spelled "Anderson" as shown in the Original
- ✓ In the Copy, "Chaves" should be spelled "Chavez" as shown in the Original
- ✓ In the Copy, "January 8, 2003" should be "January 6, 2003" as shown in the Original